



Title: II, Voucher and Invoice Payments Manual

Chapter: 3, Special Vendor Payments, Section 1, Utility Vendors System (UTVN)

Bulletin: UTVN 03-1, Discontinuance of Form AD-474, Transmittal - Telephone and Utilities

Date: June 30, 2003

To: Holders of the Utility Vendors System

This bulletin announces that effective August 1, 2003, the National Finance Center (NFC) will no longer accept Forms AD-474 transmittals to establish or maintain accounts in the Utility Vendors System (UTVN). In fiscal year 2002, the Telephone Utility Maintenance System (TUMS) was implemented to allow agencies to add, modify, delete, and view UTVN master records via the Web. Due to the implementation of TUMS, agencies are no longer required to submit transmittal forms. TUMS is now used in place of the AD-474.

If you are not currently using TUMS to input UTVN data, please note the August 1, 2003, effective date of the discontinuance of the AD-474 and begin using TUMS instead of the transmittal form. Refer to NFC Bulletin UTVN 02-01, Telephone and Utilities Maintenance System (TUMS), dated October 1, 2002, for detailed instructions on using TUMS, including system requirements and security access. As stated in the TUMS bulletin, use of TUMS will expedite processing by reducing hard copy flow, the number of entries required, and the amount of errors.

Please refer questions about UTVN to the Miscellaneous Payments Section at **504-255-4647** or via e-mail at [misc@usda.gov](mailto:misc@usda.gov). Refer questions about this bulletin to the Quality Assurance Branch at **504-255-5322** or via e-mail at [nfc.pvct@usda.gov](mailto:nfc.pvct@usda.gov).

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